

O-F-F-I-O-I-A-L U-S-E O-N-L-Y

WGIR - M - 3
24 March 1957

IAC - AHIP
Working Group to Consider Adoption
of a
Common Information Report Format

Minutes of the 22 March 1957 Meeting

Members Present

STATE - James P. Burke
Donald H. Roush
ARMY - Mrs. Beatrice Lofink
NAVY - LTJG W. F. Tippett, Jr.
AIR - Capt. Thomas A. Rivenbark
USAIA - Burton Kirby

25X1

CIA [redacted]

Members Absent

AIR - Lt. Col. Paul G. Buskey, Observer

Action

1. The Group met at 1000 in the Fourth Floor Matomic Bldg.
Conference Room.

2. Capt. Thomas A. Rivenbark, former Air Alternate, was recognized as the new Air Member, replacing Capt. Clyde S. Jordan.

3. LTJG W.F. Tippett, Jr., Navy, was recognized as the new Navy Member, replacing CDR. J. R. Bremer.

4. The Chairman briefed WGIR on WGDSI's progress, including the results of their 21 March 1957 meeting. Discussion followed. Members expressed considerable interest in the proposal to discontinue the typing of classifications and control stamps. Some reservations were voiced by State.

5. The Chairmen announced that CIA had achieved basic internal standardization of a common information report format and distributed copies of the format.

6. The Defense Sub-Committee reported that a stalemate had been reached in efforts to develop a common defense format. This stems mainly from requirements of Army analysts for a 5x8 card summary record of the report.

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7. Discussion of the CIA sponsored version of a common format resulted in the following objections being raised:

a. The form does not provide a brief of the entire report in the top five inches.

b. The double spaced masthead report preferred by CIA for ease of customer perusal uses more space than a box style of design.

c. State and several other agencies have already or are in the process of converting their files from legal to letter size. They object to folding reports to fit these files. CIA finds the equipment used (bar and hump cabinet with three-way combination pedigree) inadequate from a security standpoint unless placed in vault areas, then bar, etc would not be needed. Maximum utilization of such equipment can not be obtained when filing letter size documents, especially when the small forms increases the number of multiple page reports which could otherwise be contained on one or more pages less.

d. Some of the Agencies want two numbers on the report - 1) a field assigned report number and 2) the JAG number.

e. Several want to include a place for "Originator."

f. State now uses the same "Dispatch Format" to report both administrative and intelligence matters and prefers to continue this practice.

8. USIA expressed considerable interest in the proposed format. Mr. Kirby said that they wished to break from the State Dept. practice of using the same form to communicate both administrative and intelligence matters and to use a special form to report intelligence information only. He believed that they could use the proposed format with little difficulty.

9. It was agreed to meet again in two weeks, same time and place. In the meantime, member agencies will make a concerted effort to adopt the proposed format or develop acceptable compromise versions.

10. The meeting was adjourned at 1150.

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